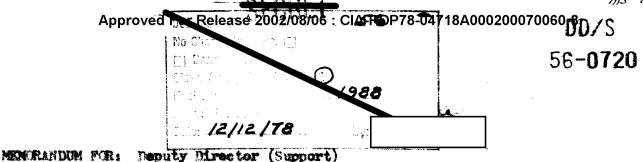
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SUBJECT

: Transfer of Presentation Branch, Administrative Division,

FI Staff, to the Visual Aids Section, SSA-DD/S

1. Attached hereto as Tab A is the proposal to transfer two Illustrator positions in the Fresentation Brunch, FI Staff, to the Visual Aids Unit. office of the Special Support Assistant, DD/S. This consolidation has been concurred in by the Chief, FI Staff and the SCA-DD/S and will result in the elimination of the Presentation Branch of the FI Staff.

- 2. The Director of Personnel (Tab B) recommends that the position of Illustrator (General), GS-12, in the Presentation Branch, FI Staff, be transferred at grade 63-11/12 until such time as the position is operating at maximum efficiency, at which time a further review will be made.
- 3. Upon approval of the position transfers, the Comptroller states that he will transfer \$12,000 in FY 1956 funds from FI-DD/P to SSA-DD/S. The fund adjustment for FY 1957 can be taken care of in the operating budget submissions of FI and SSA-DD/S prior to the beginning of the fiscal year (Tab C).
- 4. Your approval of the transfer of the Presentation Branch, FI Staff functions and personnel to the Visual Aids Section, SSA-ND/S is recommended.



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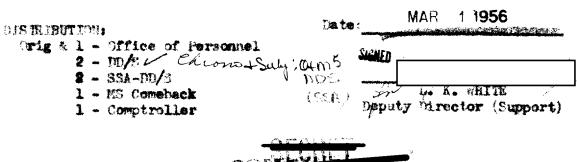
At tachments:

Tab A - Proposal

Tab B - Comments of Dir of Personnel

Tab C - Budget Comments

The recommendation in paragraph h above is approved.



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